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Security Information

RECORDS MANAGEMENT HANDBOOK

25X1A

HANDBOOK FOR THE  
SUBJECT CLASSIFICATION AND FILING  
OF  
CORRESPONDENCE RECORDS

AGENCY  
SEAL

CENTRAL INTELLIGENCE AGENCY

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## FOREWORD

Records serve as the "memory function" of an office. They record the history, policies, programs, procedures and administrative experiences of an organization. The importance of records does not need to be emphasized. It is obvious that information accumulated in the records of any organization, public or private, is essential to its efficient and continued operation. Whether an office maintains a large volume of records or merely a few drawers of them, they should be kept in such a manner that persons can readily obtain them when needed in connection with their activities. Further, the records of an office should remain usable regardless of personnel or organizational changes. It is necessary, therefore, that some organized plan be used for filing material so that a "key" to the records will always be available and the file arrangement will be understandable to all persons who have to use them.

The purpose of this manual is to provide employees of the Central Intelligence Agency who may have the responsibility for filing or finding correspondence records, with a standard system for their orderly arrangement and maintenance. The use of this standard system throughout all offices of the Agency will increase the administrative usefulness of our records; expedite the disposition of records when they are no longer needed; facilitate the preservation of records having permanent value; and simplify the training of employees.

Every effort has been made to make this system a practical and usable tool. However, its successful operation will depend upon the complete cooperation of everyone who uses it.

Acting Deputy Director  
(Administration)

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PART ONE

GENERAL INSTRUCTIONS

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## Section I

### INTRODUCTION

- A. Scope. The Standard File Classification System and the attendant procedures described herein are prescribed for use in filing and maintaining the correspondence records of the Central Intelligence Agency. Although the system is designed to permit a certain amount of flexibility to meet the specific requirements of various offices, it is essential that the basic pattern provided herein be followed carefully if an adequate degree of standardization is to be maintained. Further subdivision of any of the subjects listed is permissible to provide for the necessary detail which may be required by some offices. "Case" or "project" files may be established under any subject as required.
- B. Responsibility. The Records Management Staff of the General Services Office, through subordinates and designated Area Records Officers in other organizational elements, has technical custody and responsibility for the proper maintenance and disposition of official records of the Agency. The Records Management Staff will furnish to operating offices maintaining official records all assistance possible in the establishment of their files, including procedures for maintenance, servicing and retirement of the records.
- C. Definitions.
  - 1. Official Records. The term "records" as defined in the Act of July 7, 1943 (57 Stat. 380, as amended; 44 U.S.C. 366), includes "all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein."

Each file containing the official record copies of any material defined above shall constitute an "official file" and should include the original incoming communication and the initialed yellow copies of outgoing and inter-office correspondence; original or action copies of reports, executed forms, maps, photographs, and other documentary materials. The official record copies shall not be maintained in any

organizational unit not specifically designated as an Official File Station.

Reference material consisting of printed or duplicated copies of publications, extra copies of communications used as reading files, and other material considered as temporary working papers are not included in the definition of official records, and such non-record material shall not be inter-filed with official records.

2. Official File Stations. The term "Official File Station" shall be construed to mean any specifically designated organizational element of the Central Intelligence Agency where the official record copies of correspondence and other documents are maintained. The physical location of official file stations shall be determined by the heads of the individual Offices and Staffs, with the [REDACTED] technical advice of the Records Management Staff.

## Section II

## TYPES OF FILES

- A. General Subject Files. The General Subject Files are considered those types of paper records which ordinarily include correspondence, reports and other documents which may be classified and filed under all or many of the subject categories included in the File Classification Guide. The general subject material is distinguished from that which is ordinarily identified as "case" or "project" files as described in the next paragraph.
- B. Case or Project Files. A case or project file is described as a file comprised of material relating to a specific action; transaction, person, organization, location or thing, yet may cover one or many subjects pertaining to the specific case or project. Types of case or project files may include voucher files, contracts, loan cases, construction projects, leases, litigation cases, and many similar types. Case or project files may be included as a part of the general subject files or they may be located physically apart from such files. As a general rule the volume and use made of these records should dictate their arrangement.
- C. Alphabetical Name Index. The Alphabetical Name Index is a finding medium through which correspondence and other documents filed by subject may be located when the available source of identification is the name of the correspondent, the name of the author of a document, or the name of an individual or organization referred to in correspondence or documents. It is not always necessary or advisable to establish a name index to the subject file. Therefore, careful consideration should be given to the actual need for such an index before establishing one. In other words, the Alphabetical Name Index should not be established at any Official File Station if:
1. the quantity of material filed by subject is so small that no difficulty will be encountered in locating it by subject;
  2. the type of records filed is susceptible to an alphabetical arrangement by names within the subject files; or
  3. the type of material can be located easily by case or project symbol, number, or other means of identification, without the aid of an alphabetical index.

If the Alphabetical Name Index is used it shall be composed of extra copies (pink tissue) of outgoing correspondence, and CIA Form 36-150 or 36-150A, "Correspondence Cross Reference." Section V paragraph B-3 describes the arrangement of folders and guides for the Alphabetical Name Index.



### Section III

#### STANDARD FILE CLASSIFICATION SYSTEM

- A. Description. The file classification system adopted for use in the Central Intelligence Agency is known as the "Subject-Numeric System of Classifying and Filing." This system is an adaptation of both the simple subject and numerical coding systems. It retains the simplicity of the alphabetical arrangement of subject titles, brings together related subjects and provides file designations consisting of a combination of descriptive subject titles, with related subjects organized as subdivisions of the primary subjects. The subdivisions of the primary subjects are assigned simple Arabic numerals to reduce time and effort in marking material for filing and to make it easy to memorize the filing designations.
- B. File Classification Guide. The file classification guide contained in Part Two of this handbook is divided into two parts, as follows:
1. A subject list consisting of a group of alphabetically arranged primary subject titles with their related secondary and suggested tertiary subdivisions.
  2. An index consisting of an alphabetical listing of all of the subject titles and other appropriate references. It serves the same purpose as an index to a book.
- C. Classifying Papers for Filing. The process of classifying involves the analysis of correspondence or other documents to determine the subject by which they should be filed, and the placing of file designations on material to show where it should be placed in the file.
1. Importance of the Process. Papers received for classifying and filing may cover a wide variety of subjects. Also a number of papers involving one particular subject may be intermingled with those of other subjects. The file classification system is designed so that all of the papers on related subjects will be consistently and logically brought together in the files. However, sound judgment and careful attention must be given to the procedures which follow if the classification process is to be accomplished satisfactorily. THE ABILITY TO LOCATE PAPERS PROMPTLY AFTER THEY ARE FILED DEPENDS LARGELY UPON THE CARE USED WHEN CLASSIFYING MATERIAL BEFORE IT IS FILED.

2. Method of Classifying. The following are the normal procedures to follow when classifying material for filing.
- a. Read and analyze the correspondence or other material to determine the most outstanding or prominent subject, that is, the subject by which the papers will most likely be requested.
  - b. Select the proper file designation by referring directly to the subject list or index of the File Classification Guide, in the following manner: (1) determine the appropriate primary subject category, such as TRAVEL, PERSONNEL, etc. For example, a letter concerning recruitment of personnel would fall under the primary subject PERSONNEL. (2) select the appropriate subdivision under the primary subject, if any. For example, a letter concerned with budget estimates would be classified by the secondary subject BUDGET ESTIMATES, a subdivision of the primary subject APPROPRIATIONS. Similar reasoning is applicable for the selection of tertiary subjects.  
  
If no appropriate subdivisions of the primary subject have been provided, the primary subject itself is used as the file designation.
  - c. Stamp or write the file designation in the upper right corner of the subject file copy (yellow tissue), as shown in Exhibit "A" or in the same position on any incoming correspondence which did not require a reply. The file designation consists of the full primary subject title followed by the Arabic numeral or numerals representing the subdivision of the primary subject. For example: The file designation ACCOUNTING 1 denotes the proper file classification for material to be filed under the primary subject "ACCOUNTING," and the secondary subdivision "Accounts Current".
  - d. Mark the Alphabetical Name Index Copies (if the index is being employed) at the same time the file designation is placed on the subject file copy, by placing the same file designation by which the subject copy is to be filed, in the upper right corner of the pink copy as shown in Exhibit "B". This file designation will indicate where the material is located in the subject file. Also after the file designations are placed on the file copies, the name, title, etc., under which the name index copies are to be filed should be underscored on such copies. The following are examples of how the papers should be marked:

- (1) Correspondence addressed to private individuals should be filed by the last name of the individual addressed. Example of marking:

Mrs. Mary Brown  
1220 Ivy Street  
Seattle 5, Washington

- (2) Correspondence addressed to officials of commercial concerns should be filed under the name of the company or organization. Example of marking:

X  
Mr. John Doe, Manager  
American Machine Corporation  
Chicago 12, Illinois

- (3) Correspondence addressed to officials within the agency should be filed under the name of the principal organizational unit addressed, disregarding such terms as Office of. Example of marking:

Memo to: U. R. Wright, Records Services Division  
General Services Office

- (4) Correspondence addressed to individuals in other Federal agencies should be filed under the name of the agency. Example of marking:

X  
Mr. Joseph Black  
Chief, Aeronautic Branch  
Department of Commerce  
Washington 25, D. C.

- e. Indicate the cross references to be prepared in the following manner:

- (1) For the Subject Files. If the material being classified involves one or more additional subjects by which it is likely to be requested, or a single subject with more than one interpretation, select the file designation for the additional subject(s) and stamp or write it immediately below the file designation already shown for the main, most prominent subject. In such instances, a cross mark "X" should be placed at the left of the file designation to indicate that a cross reference is required, as follows:

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X COMMUNICATIONS 2

(2) For the Alphabetical Name Index. If the alphabetical name index copy is to be filed in the name index by the name of an organization, indicate by placing a cross mark "X" above the first letter of the last name of the individual addressed, that a cross reference is to be made for filing by the name of the individual. Likewise, indicate cross references to be prepared for any names of persons or organizations referred to in the body of the correspondence or document.

f. Note earlier material to be brought forward and consolidated with later correspondence. If an indication of earlier correspondence or documents is discovered, this fact should be noted on the correspondence to indicate that the earlier material should be removed from the file and consolidated with the material of the later date. See Section IV paragraph A-2 for instructions regarding preparation of CIA Form 36-151, "Correspondence Continuity Reference."

3. Helpful Hints to the Classifier.

- a. While some analytical ability is desirable, the knack of noticing essential key phrases and ideas in correspondence helps to select correct file designations. However, if the subject cannot be easily determined, it is helpful to consider the correspondence in this light: "Why was it written - What reason was there that prompted the writer to write it?" Usually it will be found that the purpose for writing suggests the subject under which it should be filed.
- b. It is helpful at times to refer to previous correspondence already on file to verify a tentatively selected file designation.
- c. In unusual cases the subject of correspondence is so vague that it is difficult to determine the proper file designation. In such cases, there need be no hesitancy in going to the dictator or other authoritative sources to obtain a sufficiently clearer conception of the subject matter, so that the material may be properly classified. This extra effort will permit more accurate filing and facilitate finding the material.

- d. The subject line frequently appearing above the body of correspondence should not be relied upon too heavily in determining the subject under which the correspondence should be filed. It may be vague, misleading or even remote from the real subject of correspondence concerned.
- e. Persons responsible for classifying and filing records should study the organizational and functional structure of the Agency and keep currently informed regarding policies, procedures, programs and projects. Such knowledge is required in the selection of correct file designations for filing some papers.

#### Section IV

#### CROSS REFERENCES

- A. When and How to Prepare Cross References. The use of appropriate cross references in the file or index can be an invaluable aid in locating material quickly when needed. Care should be taken, however, to avoid making and filing unnecessary cross references which will consume time in preparation and space in the files. The following are normal conditions under which cross references should be made.
1. When More Than One Subject is Involved. For those documents which cover one or more additional subjects as indicated in Section III paragraph C-2-e, an extra copy of the document, if available, should be used or CIA Form 36-150 or 36-150A, "Correspondence Cross Reference," should be prepared, as shown in Exhibit "C".
  2. To Consolidate Related Material. When it is necessary to bring forward earlier correspondence or documents and consolidate it with subsequent material as explained in Section III paragraph C-2, CIA Form 36-151, "Correspondence Continuity Reference," as shown in Exhibit "D", should be prepared.
  3. To Provide Alphabetical Name References. When incoming letters are filed without replies or extra copies of correspondence are not available for filing in the alphabetical name index, name references should be made on CIA Form 36-150 or 36-150A. Also, such references may be prepared for names of individuals or organizations referred to in the body of the correspondence.

## Section V

### FILING THE RECORDS

- A. Assembling the Papers for Filing. After correspondence and documents are marked with the correct filing designation, they should be properly assembled preparatory to filing. Each unit of material consisting of two or more papers relating to a particular transaction should be arranged in chronological order with the latest date on top. Such papers should be fastened together with staples in both upper corners of the assembly, or with pring fasteners if the unit of material is too thick for staples.
- B. Folders and Guide Arrangement. The orderly appearance and efficiency of any file depends to a large extent upon the careful preparation, use and arrangement of folders and guides in the file drawer. Folders are necessary to keep the papers together and in order. Guides serve as "sign posts" to help speed up filing and finding operations. The incorrect use of either folders or guides will retard, rather than aid, these operations. To provide for uniformity as to types of folders and guides and their arrangement, the following standards should be adhered to, as far as practicable:

1. General Subject File.

- a. Folders and File Designations. Kraft folders, 11-point weight, square-cut, without reinforced tabs meet requirements of the General Subject Files. Such folders should be prepared only for those subject titles for which there is a definite current or anticipated need. If there is little or no need for the use of subdivisions of some of the primary subjects, folders for those subdivisions should not be placed in the files. If an occasional piece of correspondence is classified under a secondary or tertiary subject, the material should be placed in the primary subject folder. When a primary subject folder contains ten or more file units with the same secondary or tertiary designation, a separate folder should be prepared for the material.

File designations may be typed directly on the folder tabs if a long carriage typewriter with special type larger than the elite or pica style is available. If such a typewriter is not available, gummed labels may be used. In either case the file designations (or labels)

for any primary, secondary or tertiary subjects contained in the File Classification Guide should be placed uniformly on the folder tab beginning one-half inch from the left. Labels or file designations for case or project files established within the General Subject File, should be placed in the center of the folder. See Exhibit "E" for an illustration of the correct method of preparing and placing file designations on folders.

- b. Guides. Pressboard Guides, with metal angular tabs, one-third cut, should be used in the General Subject Files. Tabs will be used in the following manner: SECOND position for all primary subjects; and THIRD position for secondary subjects. See Exhibit "E" for illustration of proper arrangement of guides and the correct method of writing designations on guide inserts.
  - c. Arrangement Within the File Cabinets. Folders and guides should be arranged in the file drawer in the exact sequence in which the primary, secondary and tertiary subjects appear in the File Classification Guide, starting from the front of the drawer, with the guides preceding the related folders. The sequence of the drawers should be from top to bottom of the cabinet.
2. Case or Project Files. Kraft folders, 11 point weight, square-cut, reinforced tabs, with fasteners may be used for case or project files, but their arrangement may vary according to types. Case or project files may be established within the General Subject Files or physically separated depending upon the type and specific reference needs of the organizational element.
3. Alphabetical Name Index.
- a. Folders and Guides. The same type of folder and guide described for use in the General Subject Files should be used for the Alphabetical Name Index. Alphabetical captions may be typed directly on the folders, or labels may be used if a suitable typewriter with large style type is not available for typing on the folder. If it is difficult to determine in advance how large the index will be, it is advisable to start first with a folder for each letter of the alphabet and make folders for subdivisions of these letters as the file grows. Special folders for common names, such as "Smith," "Brown," "Adams," etc., and names of organizations or individuals with which the organization has frequent correspondence may be made as required.



- b. Rules for Alphabetical Filing. Exhibit "F" is a complete set of rules for alphabetical filing. All persons having the responsibility for filing records should thoroughly familiarize themselves with these rules, so that, regardless of who does the filing there will be consistency in the arrangement of the index references.
- C. Placing Material in the Files. After material to be filed has been classified and marked for filing, the papers should be segregated as to types of files preparatory to actually placing them in the files. For example, General Subject File material should be arranged alphabetically by the primary subject categories appearing on the documents. Index references for the Alphabetical Name Index should be arranged in alphabetical order before proceeding with the filing operation.
  1. Arrangement Within the Folder. When filing the material, place each assembly within the proper folder with the left side of the papers down. Units of material for filing should be arranged in the folder in chronological order with the latest date forward, unless a different arrangement will facilitate its use. All material should be filed loose in the folders except for case or project material which should be fastened to the folder.

Folders should not be overfilled. Three-quarters of an inch is the normal capacity of a folder. When the capacity of the folder has been reached, additional material on the same subject or case should be placed in another folder and arranged with the folder containing the more current records in front. The date period of the material should be shown on the tab of each of the earlier folders.
  2. Breaking Down Voluminous Case or Project Files. The amount of material accumulating in connection with a single case or project may become too voluminous for filing in one folder. Rather than file the papers pertaining to the project or case in two or more folders, chronologically, the reference use of the material comprising the complete case may be facilitated by dividing the material into several action phases of the case and filing it in separate folders under the project or case designation. A voluminous single project requires too many individual folders to afford easy reference to the material if filed in straight chronological order from the date of the first document to the latest.
- D. File "Cut-off" Periods and Retirement. The termination of filing activity in a series of records at a predetermined point and the starting of a new series of records of the same type with currently

dated material is termed "cut-off" procedure. The purpose of applying a cut-off procedure to record series is to facilitate retirement of the older records. To facilitate the application of a cut-off procedure folders should bear the year, in which the material was created, on the right side of the tab, ending approximately one-half inch from the right side of the folder. Cut-off periods, such as "1 year of accumulation," "Remove from current file upon completion of transaction," shall be established for each file series in order to prevent accumulation of files beyond the actual current needs of the officials referring to the material. When each cut-off series will be retired to the Records Center shall also be established. During this holding period cut-off of files, material necessary to current functioning may be brought forward and interfiled with material in the new file. However, after expiration of the established holding period, the remaining cut-off portion of the file shall be transferred to the Records Center. When material is withdrawn from the cut-off portion of a file for continued action, CIA Form 36-151, "Correspondence Continuity Reference," should be used to identify the material brought forward and indicate the filing location in the current file.

The above cut-off and retirement procedure is prescribed in order that office space and equipment requirements will be held to a minimum.

Section VI

FINDING AND CHARGING-OUT  
THE RECORDS

The primary purpose of any filing system is to provide an orderly method of arranging and putting documents away so that they may be produced quickly when needed. Therefore, the successful operation of any system depends upon the ability to locate records promptly. In this connection, the following procedures and techniques are given, which if followed by the searcher, will contribute to the efficient operation of the file system.

A. Finding the Records.

1. Receiving the Request. The person receiving the request for the file should endeavor to obtain as much information as possible from the requestor to enable the searcher to identify the needed record. The amount of information required to locate a specific file will depend upon the type of file requested. For most general correspondence files the subject matter and date of the material is most important. However, the name of any individuals, companies, organizations, agencies, etc., identified with the correspondence will assist in making the search.
2. Making the Search. As a general rule, material in the General Subject File may be located by going directly to that file, if the requestor has supplied adequate information regarding the subject of the material. If the searcher is not sure of the file designation by which the records may be found, he should consult the File Classification Guide before going to the file. If only name references are given, or if the subject information is not adequate, the searcher should refer to the Alphabetical Name Index (if one is being used) to determine the location of the record in the subject file.

Because of the numerous types of project or case files, and since they are more easily identified and located than general subject material, no specific suggestions are given concerning the searching for such records.

If the material requested cannot be found in the files, a search should be made of any unfiled records.

- B. Charging-Out the Records. To insure proper use of records, to prevent their loss and misplacement and to keep informed at all times of the location of records, it is necessary to maintain

control of all material withdrawn from the files. This control is accomplished through a charge-out system. Individuals to whom records have been charged should be held responsible for their custody and prompt return after the records have served their purpose.

1. Removing Individual Records from the Subject File.  
Each time a record is removed from this file, a correspondence charge-out card, as shown in Exhibit "G", should be filled out and placed in the folder in the exact position from which the material was removed. When the charged record is returned to the files, the charge-out card is removed and cancelled.
2. Removing Case Files. Case files are always charged out in their entirety - entire folders are removed and delivered to the requestor. Upon such removal, fill out CIA Form 36-152, "Case File Charge-Out Card," as shown in Exhibit "H", and file in the exact place from which the folder was removed. When this charged folder is returned to the files, the charge-out card is cancelled and placed horizontally in the folder. This will eliminate the necessity of preparing a new charge-out card each time the case file is withdrawn.
3. Checking the Files for Charged Records. The files should be inspected regularly to insure the return of charged records. The charge-out forms are taller than other material in the files and can be distinguished readily by a casual inspection. When such inspections reveal that material has not been returned, assure yourself that the material is still in use.

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*Exhibit A*

SUBJECT FILE COPY  
FILE DESIGNATION

Records 4  
x Communications 2

FILE DESIGNATION  
FOR CROSS REFERENCE

1 July 1953

Mr. John Doe, Manager  
American Machine Corporation  
Chicago 12, Illinois

Dear Mr. Doe:

These Exhibits A and B are included herein to represent copies of correspondence properly classified and marked for filing. Exhibit A shows the placement of the file designation in the upper right corner of the subject file copy (yellow), including the correct method of indicating what cross references should be made.

Exhibit B shows where to place the file designation on the alphabetical name index copy (pink), as well as how to underscore the appropriate name reference for the name index.

You will find the detailed procedures for classifying and marking correspondence explained in paragraph III C of the general instructions.

Very truly yours,

Robert R. Brown  
Deputy Director

*ABC* XYZ/ABC:mef (1 July 1953)

Distribution:  
Orig. & 1 - Addressee  
1 - Official File ✓  
1 - Name Index

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FILE DESIGNATION INDICATING  
LOCATION OF SUBJECT FILE COPY

*Exhibit B*

*Records 4*

CROSS REFERENCE  
IS MADE FOR THIS NAME

1 July 1953

x  
Mr. John Doe, Manager  
American Machine Corporation  
Chicago 12, Illinois

Dear Mr. Doe:

THIS COPY IS FILED BY THIS  
NAME IN ALPHA. NAME INDEX

These Exhibits A and B are included herein to represent copies of correspondence properly classified and marked for filing. Exhibit A shows the placement of the file designation in the upper right corner of the subject file copy (yellow), including the correct method of indicating what cross references should be made.

Exhibit B shows where to place the file designation on the alphabetical name index copy (pink), as well as how to underscore the appropriate name reference for the name index.

You will find the detailed procedures for classifying and marking correspondence explained in paragraph III C of the general instructions.

Very truly yours,

Robert R. Brown  
Deputy Director

XYZ/ABC:mef (1 July 1953)

Distribution:

Orig. & 1 - Addressee  
1 - Official File  
1 - Name Index ✓

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DATE: 1 July 53

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*Exhibit C*

INDEX: COMMUNICATIONS 2      Security Information

~~Doer, John~~

~~File Classification Guide~~

TO: American Machine Corp., Chicago, Ill.

John Doe, Manager

FROM: Robert R. Brown, Deputy Director

SUMMARY: Procedure for classifying and making correspondence  
for filing

FILED: RECORDS 4

INDEXER: ABC

REMARKS:

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*Exhibit D*

CLASSIFICATION:

DATE:

TO:

FROM:

SUMMARY:

USE THESE CAPTIONS TO IDENTIFY THE FILE THAT IS BEING BROUGHT FORWARD FOR CONSOLIDATION WITH MATERIAL OF A LATER DATE. FILE THIS FORM IN PLACE OF THE MATERIAL BEING BROUGHT FORWARD.

BROUGHT FORWARD TO

CLASSIFICATION:

DATE:

TO:

FROM:

USE THESE CAPTIONS TO SHOW WHERE THE CONSOLIDATED PAPERS ARE NOW LOCATED IN THE FILE.

FORM NO. 36-151  
MAR 1953

CORRESPONDENCE CONTINUITY REFERENCE

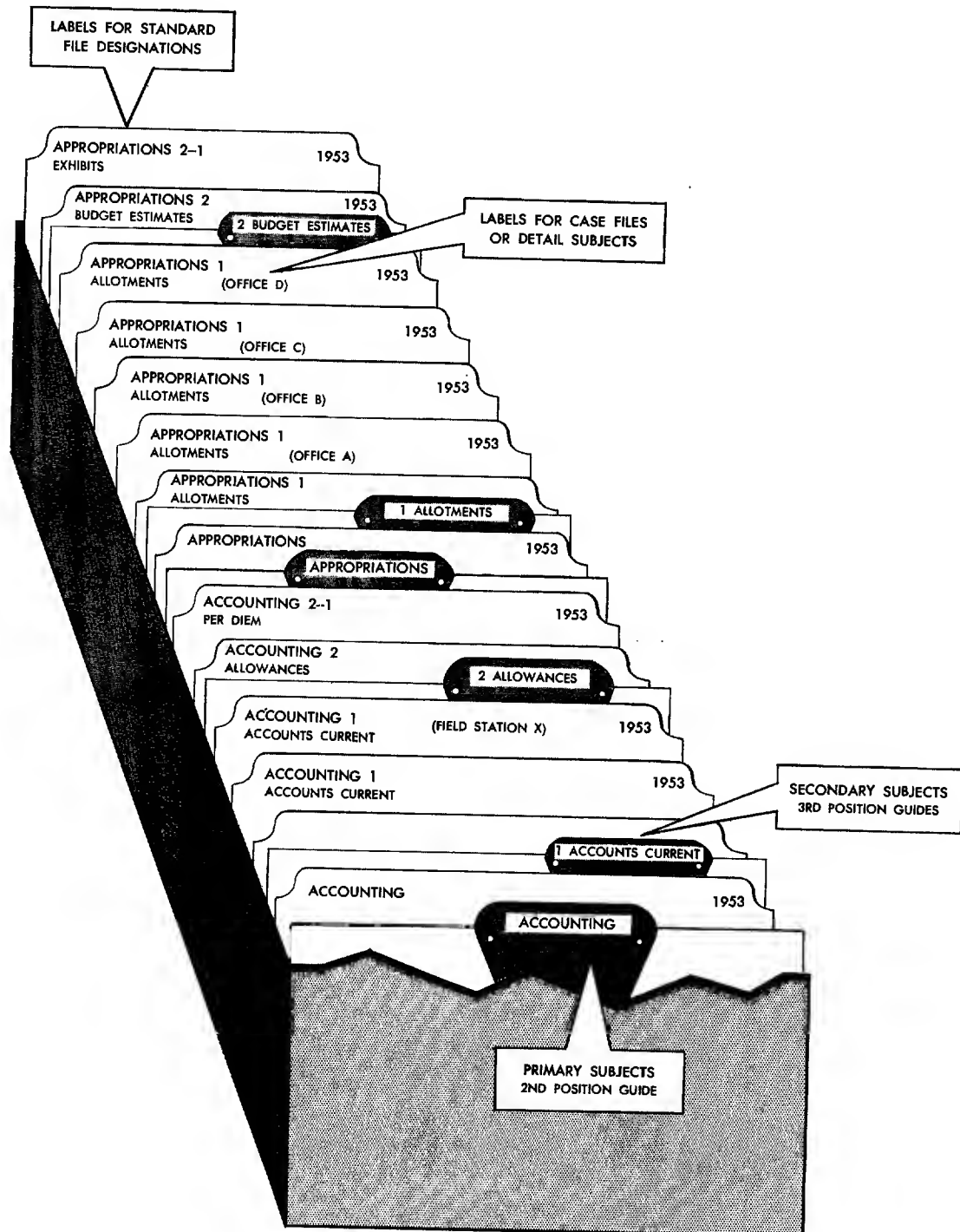
(15)



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*Exhibit E*

## ARRANGEMENT OF FOLDERS, GUIDES AND LABELS



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## RULES FOR ALPHABETIC FILING

There are three steps in alphabetic name filing:

1. Determine the indexing form of the name--files as written, surname transposed, articles to be disregarded, etc.
2. Determine the filing units in the name.
3. Consider the filing units in turn, determining the arrangement of the material in strict alphabetic order.

Some of the rules for alphabetic filing, therefore, are concerned with determining the filing order of the name; some with the determination of filing units; and others with the alphabetic arrangement of those units.

1. In filing by names of individuals the surname is the first unit, the first name or initial is the second unit, the second name or initial is the third unit, and so on for any additional names or initials the person may have.

A fundamental rule of filing is "nothing comes before something." Thus a surname without given name or initial precedes the same surname with a given name or initial; also a surname with a given name precedes the same surname and same given name with an initial.

Name as Written	Indexing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
Richard Johnson	Johnson	Richard		
Jones	Jones			
J. Jones	Jones	J.		
J. A. Jones	Jones	J.	A.	
J. Allen Jones	Jones	J.	Allen	
James Jones	Jones	James		
James A. Jones	Jones	James	A.	
James Abbott Jones	Jones	James	Abbott	
James Allen K. Jones	Jones	James	Allen	K.
Ernest K. Jordan	Jordan	Ernest	K.	

This example illustrates the alphabetic arrangement considering first the first units, then when the first units are the same, the second units are considered; when the second units are also the same, the third unit is considered, etc. However, where it is known that the material is on the same individual whether written with initials or given names, it is filed together. Thus, if J. Jones, J. A. Jones, and James A. Jones is the same individual, material is filed together under his most common method of writing his name. In the GSA, the usual methods for writing the name is

First given name
Middle initial
Surname

2. Prefixes such as d', D', de, De, De La, di, du, Fitz, La, Le, M', Mac, Mc, O', Van, Von, Van der, Von der, are considered as part of either the given name or surname to which they are prefixed, and are arranged in strict alphabetical order.

Name as Written	Filing Order	
	Unit 1	Unit 2
Alice Delaney	Delaney	Alice
Andrew De Laney	De Laney	Andrew
Michael D'Fao	D'Fao	Michael
John FitzSimmons	FitzSimmons	John
Robert MacAlister	MacAlister	Robert
Charles McCarthy	McCarthy	Charles
Hugh O'Neill	O'Neill	Hugh
FitzHugh Peters	Peters	FitzHugh
Susan St. John	St. John	Susan
Albert Vandegriff	Vandegriff	Albert
Ronald Van de Griff	Van de Griff	Ronald

*Exhibit F Cont.*CONFIDENTIAL  
Security Information

## RULES FOR ALPHABETIC FILING-Continued

3. Abbreviations of names are filed as though spelled in full.

Name as Written	Filing Order	
	Unit 1	Unit 2
Wm. Jones	Jones	William
Jas. Miller	Miller	James
Chas. Smith	Smith	Charles
Theo. Williams	Williams	Theodore
Jno. Young	Young	John

4. The abbreviation for
- Saint, St.,
- is filed as though spelled out.

St. Louis Athletic Club	Filed	Saint Louis Athletic Club.
-------------------------	-------	----------------------------

5. Titles such as
- Dr., Mrs., Miss., Prof., Col., Director, Supt.,
- and abbreviations, such as
- Jr., Sr., 2nd,
- may be placed in parentheses after the name, but are disregarded in filing. However, if there are two names in which the surname and given names are identical except that one is
- Jr.,
- and the other
- Sr.,
- these designations are considered in filing. Foreign and religious titles, such as,
- Duke of Argyll, Sister Mary,
- etc., are filed as written.

Example: Jones, J. A. (Dr.)

6. The legal name of a married woman, where known, is used for filing purposes rather than her husband's name.
- Mrs.
- is placed in parentheses after the name, but is not considered in filing.

Correct File		Incorrect File	
Mary Elizabeth Brown (Mrs.)		J. E. Brown (Mrs.)	
Mary J. Brown (Mrs.)	and not	John E. Brown (Mrs.)	
Mary Jones Brown (Mrs.)			

7. When the full names of two or more individuals are identical, they may be identified and arranged according to age, color, sex, etc. If these factors are unknown, they are arranged by the alphabetic order of the cities in the addresses.
- 
8. Names of firms and institutions are filed alphabetically as written when they do not contain the full name of an individual.

Jones Foundry Company	Filing Order		
	Unit 1	Unit 2	Unit 3
	Jones	Foundry	Company

9. Firm names or titles of institutions containing the full name of an individual are filed in the following order:

- a. Surname
- 
- b. Given names or initials
- 
- c. Remainder of firm name or title

	Filing Order				
	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5
	Field	Marshall	(and) Company		
Marshall Field and Company					
James A. Jones	Jones	James	A.	Foundry	Company
Foundry Company					

When it is not clear whether the names are the given name and surname of a single individual or the surnames of two individuals, the material is filed as though the names were of two persons, and cross-referenced under the second name.

Barton Adams Advertising Agency

File: Barton Adams Advertising Agency

Cross reference: Adams, Barton, Advertising Agency.

CONFIDENTIAL  
Security Information*Exhibit F Cont.*

## RULES FOR ALPHABETIC FILING-Continued

10. Names of firms or titles of institutions containing numerals are filed as though the numbers were spelled out.

The 13 Club	filed	Thirteen Club (The).
-------------	-------	----------------------

11. Hyphenated names of individuals are treated as one unit in filing.

Name as Written	Filing Order	
	Unit 1	Unit 2
Sir Henry Campbell-Bannerman David Lloyd-George	Campbell-Bannerman Lloyd-George	Henry (Sir) David

12. Hyphenated firm names and titles are treated as separate words.

	Filing Order		
	Unit 1	Unit 2	Unit 3
Henson-Hendrix Company	Henson	Hendrix	Company

13. Names which may be spelled as one word or two words are filed as one word.

	Filing Order		
	Unit 1	Unit 2	Unit 3
Interstate Insurance Co. Inter State Produce, Inc.	Interstate Inter State	Insurance Produce	Company Inc.

14. Apostrophe and s, indicating singular possessive, is not considered in filing. S and apostrophe, indicating plural possessive, is considered in filing.

Name as Written	Filing Order		
	Unit 1	Unit 2	Unit 3
Anderson's Candy Shop Charles A. Anderson The Boy's Companion Boys' Club	Anderson's Anderson Boy's Boys'	Candy Charles Companion Club	Shop A. (The)

15. Articles, prepositions, and conjunctions, such as and, for, in, of, and the, do not affect the order of filing. When the is included as part of the title it is placed in parentheses; if it is the initial word, it is placed at the end of the title.

Name as Written	Filing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
The Clark Company The James B. Clark Company Edward Cole Cole and Sons Hardware Co. League of Nations League of Women Voters Max the Hatter	Clark Clark Cole Cole(and) League(of) League(of) Max (the)	Company James Edward Sons Nations Women Hatter	(The) B. Hardware Voters	Company (The) Company

16. The words brothers, company, incorporated, limited, son, and sons, and their abbreviations are considered in filing, and when abbreviated, are filed as though spelled out.

Jones Brothers Jones Company Jones, Incorporated Jones, Limited
--

*Exhibit 7 Cont.*CONFIDENTIAL  
Security Information

## RULES FOR ALPHABETIC FILING-Continued

17. Compound geographic names are considered as two words; prefixes to geographic names are considered as one word.

Name as Written	Filing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
New York Publishing Company South Carolina Utilities	New South	York Carolina	Publishing Utilities	Company

18. When the names of two or more businesses are identical, they may be filed alphabetically by the names of the cities in which they are located, if such separation is desirable.

General Electric Company, Pittsburgh  
General Electric Company, Schenectady

19. An abbreviation in a firm name is filed as if the name were written in full where name is known.

G. E. Co. filed General Electric Company

20. A foreign title or article in a firm name is considered as a separate filing unit.

Name as Written	Filing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
El Morocco La Parisienne Beauty Shop	El La	Morocco Parisienne	Beauty	Shop

21. When such phrases as association of, union of, organization of, society for, bureau of (Governmental bureaus excepted), department of (Governmental departments excepted) constitute the beginning of a name or title, they are considered and filed as part of the name.

Association for the Advancement )  
    of Management ) Filed as written, first  
Association of Mechanical Engineers ) and second units indicated  
Society for Prevention of Cruelty ) by underscore  
    to Animals )

22. Names of churches, clubs and similar organizations are filed under the first "unit" word that is most important or that most clearly identifies the organization.

23. United States and Federal when preceding a department of the Government are not considered in indexing. These titles are considered in filing when they appear in the names of firms or institutions not connected with the Government.

Name as Written	Filing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
Federal Casualty Insurance Company United States Tariff Commission Federal Trade Commission United States Steel Corporation	Federal Tariff Trade United	Casualty Commission Commission	Insurance	Company
			Steel	Corporation

CONFIDENTIAL  
Security Information*Exhibit F Cont.*

## RULES FOR ALPHABETIC FILING-Continued

24. Departments and Bureaus of the Federal Government are filed in the following order:

- a. The principal words in the name of the department
- b. The principal words in the name of the bureau
- c. The principal words in the name of other units necessary for filing purposes.

Name as Written	Filing Order					
	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6
Civil Service Commission	Civil	Service	Commission			
Farmers Home Administration	Agriculture	Farmers	Home	Administration		
Forest Service	Agriculture	Forest	Service			
Public Health Service	Federal	Security	Agency	Public Health	Service	
General Accounting Office	General	Accounting Office				
Bureau of Mines	Interior	Mines (Bureau of)				
Bureau of Internal Revenue	Treasury	Internal	Revenue	(Bureau of)		

25. Frequently governmental units are referred to as "State of \_\_\_\_\_," "Commonwealth of \_\_\_\_\_," "County of \_\_\_\_\_," "City of \_\_\_\_\_," "Municipality of \_\_\_\_\_," "Township of \_\_\_\_\_," etc. These designations are not considered in filing. The actual name of the governmental unit is indexed and these designations, when necessary, are appended parenthetically.

Name as Written	Name as Filed
County of Claiborne, Tennessee	Claiborne, Tennessee (County of)
State of Maine	Maine (State of)
Commonwealth of Massachusetts	Massachusetts (Commonwealth of)
City of Memphis, Tennessee	Memphis, Tennessee (City of)

26. Bureaus and Departments of Municipalities--The name of the city is written first, State second, name of department or bureau third:

Name as Written	Name as Filed
Cincinnati City Council	Cincinnati, Ohio, City Council
Cincinnati Bureau of Health	Cincinnati, Ohio, Health (Bureau of)
Office of the City Manager, Cincinnati	Cincinnati, Ohio, Manager
Office of the Mayor, Cincinnati	Cincinnati, Ohio, Mayor
Cincinnati Planning Commission	Cincinnati, Ohio, Planning Commission
Police Department, Cincinnati, Ohio	Cincinnati, Ohio, Police Department
Department of Safety, Cincinnati	Cincinnati, Ohio, Safety (Department of)

Where the volume of correspondence from a municipality or other government subdivision is small, all material may be filed chronologically under the name of the subdivision without further breakdown.

*Exhibit 3 Cont.*

CONFIDENTIAL  
Security Information

RULES FOR ALPHABETIC FILING-Continued

27. When the name of a city is part of the name of a firm or other organization, not a part of the city government, the name is filed as written.

Cincinnati Post  
Cincinnati Women's Club  
Knoxville Automobile Club  
Knoxville Glass Company  
Knoxville News-Sentinel  
New York Times

By use of rules 26 and 27 the State name affords the means of distinguishing between official municipal correspondence, correspondence with or about municipal departments or municipally owned and operated organizations and enterprises, and correspondence with commercial organizations or firms having municipal names.

In rare instances where there are two or more cities by the same name but in different States, material must be arranged in alphabetical order by States:

Bowling Green, Kentucky, Automobile Club  
Bowling Green, Ohio, Automobile Club

28. Material regarding banking institutions is filed first by the name of the city in which the bank is located, then by name of bank, with State at end of title in parentheses. If the city name is embodied in the name of the bank at the beginning, it is not repeated.

Bank of Knoxville, Knoxville, Tennessee	Knoxville, Bank of Knoxville (Tennessee)
Hamilton National Bank of Knoxville, Tennessee	Knoxville, Hamilton National Bank (Tennessee)
Knoxville Trust Company	Knoxville Trust Company (Tennessee)
Bank of Maryville, Tennessee	Maryville, Bank of Maryville (Tennessee)
First National Bank of Maryville, Tennessee	Maryville, First National Bank of (Tennessee)

29. Newspapers which do not have as part of their name the name of the city in which they are published are filed the same as other commercial organizations. For example, The Daily Mirror is filed under D, although it is a New York newspaper. The words New York are not carried as part of the name of this newspaper. Similarly, this applies to all other such newspapers where the name of the city is not actually a part of the newspaper's name.

Daily Mirror (The)  
Knoxville News-Sentinel  
Minneapolis Star-Journal  
New York Times  
Toledo Times





Exhibit H

[illegible]

NOTE: ACTUAL SIZE 8 1/2" X 10"

**CONFIDENTIAL**

PART TWO

FILE CLASSIFICATION GUIDE

CONFIDENTIAL

ACCOUNTING

This subject pertains to all fiscal accounting transactions involved in the receipt, disbursement and other handling of appropriated funds.

ACCOUNTING

- 1   Accounts Current  
      (Depositories)
- 2   Allowances  
      (Per Diem - Quarters)
- 3   Audit  
      (Suspensions - Disallowances - GAO Exceptions - Claims -  
      Inquiries)
- 4   Bonding of Employees
- 5   Certifying Officers and Agent Cashiers
- 6   Collections and Receipts  
      (Adjustments - Checks, except salary - Money Orders -  
      Currency - Postage - Contributions - Deposits - Fees -  
      Interest - Refunds - Rents - Royalties - Schedules -  
      Summaries)
- 7   Discounts
- 8   Disbursements  
      (Adjustments - Advices - Expenditures - Refunds -  
      Schedules - Summaries)
- 9   Payrolls and Salaries  
      (Bond Deductions - Checks, salary - Powers of Attorney -  
      Retirement Deductions - Time and Attendance Reports,  
      includes overtime and leave records - Vouchers - With-  
      holding taxes)
- 10  Reports and Statements

ACCOUNTING (CONTINUED)

11 Systems of Accounting

12 Vouchers and Invoices

(Except payroll vouchers - See ACCOUNTING 9)

## APPROPRIATIONS (BUDGET)

This subject pertains to annual, deficiency and supplemental estimates and appropriations; budget material; material regarding preliminary estimates; Bureau of the Budget and Congressional hearings; preparation of exhibits in support of estimates; copies of appropriation bills and committee reports; and material regarding allotments, apportionments and transfer of funds.

Optional arrangement: Case file by organizational unit, program, fiscal year, as required.

DO NOT use this subject for filing material relating to fiscal accounting transactions involved in the receipt, disbursement and other handling of appropriated funds - See ACCOUNTING.

## APPROPRIATIONS (BUDGET)

- 1 Allotments, Apportionments, Transfers, Encumbrances
- 2 Budget Estimates  
(Exhibits - Justifications)
- 3 Hearings
- 4 Reports, Statements and Statistics
- 5 Supplemental

AUTHORIZATIONS

This subject is for general use only. Do not use for material that can be classified under more specific subjects, such as:

See TRAVEL 2 for travel authorizations

AUTHORIZATIONS

CONFIDENTIAL

BUILDINGS AND GROUNDS

This subject pertains to the acquisition, construction, operation and disposal of office buildings and other structures and the grounds necessary to maintain such installations, except:

See SECURITY 1 for material pertaining to the protection of buildings and grounds from vandalism or possible sabotage.

BUILDINGS AND GROUNDS

- 1 Acquisition (Use BUILDINGS AND GROUNDS 9 for space assignments, acquisition, use, etc.)  
  
(Appraisal - Deeds - Titles - Mortgages - Recordings - Easements - Rights-of-Way - Permits - Licenses - Grants - Cessions - Leases - Loans - Purchase - Surveys - Transfer)
- 2 Damage and Protection  
  
(Fire - Flood)
- 3 Design and Construction  
  
(Alterations - Additions - Construction authorization - Plans - Drawings - Specifications - Progress reports - Project proposals - Cost estimates - Sub-Projects - Work orders)
- 4 Directories, Signs and Bulletin Boards
- 5 Disposition  
  
(Abandonment - Deeds - Titles - Recordings - Demolition - Dismantling - Sale - Transfer)
- 6 Grading and Landscaping
- 7 Maintenance and Preservation  
  
(Painting - Repairing)
- 8 Reports and Data

CONFIDENTIAL

BUILDINGS AND GROUNDS (CONTINUED)

9 Space

(Acquisition - Assignment - Use and release, including office, storage and parking space)

10 Utilities and Services (Except Telephones - See COMMUNICATIONS 6)

(Trash collection and disposal - Heating - Lighting - Power - Refrigeration - Air-Conditioning - Water - Sewerage)



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COLLECTION (CONTINUED)

10 Printed Matter

(Publications - Newspapers - Periodicals -  
Documents - Maps - Charts)

11 Requirements

(Requests - Directives - Responsibilities)

COMMITTEES:

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

See EQUIPMENT AND SUPPLIES for Boards of Survey

Optional Arrangement: Case file as required.

COMMITTEES

- 1 Memberships
- 2 Reports and minutes of committee meetings

COMMUNICATIONS

This subject pertains to material regarding all types of communication facilities and services, including procedures for handling mail, telegrams and correspondence.

COMMUNICATIONS

- 1 Inter-Office and Public Address Systems
- 2 Mail and Correspondence  
(Addresses - Postage - Postal Laws and Regulations, including penalty privileges - Procedure, includes preparation of correspondence - Referred letters - Insured and special delivery)
- 3 Messenger Service (Includes U. S. Official Mail and Courier Service)
- 4 Radio
- 5 Telegrams, teletypes and Cablegrams
- 6 Telephones  
(Installation and use - Lists and Directories, including individual telephone numbers - Toll calls)

CONTRACTS

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

See EQUIPMENT AND SUPPLIES 4 for material pertaining to contracts for the procurement of equipment and supplies.

CONTRACTS

CONFIDENTIAL  
Security Information

DISSEMINATION

This subject pertains to the request for, and/or distribution of, intelligence information.

DISSEMINATION

- 1 Distribution and mailing lists
- 2 Materials (Media)  
(Reports and surveys - Exhibits - Graphics -  
Recordings - Newspapers and periodicals - Maps -  
Charts - Speeches and lectures - Books - Press  
and radio releases)
- 3 Planning and Coordination
- 4 Requests
- 5 Restrictions  
(Censorship - Quantity Control)

CONFIDENTIAL  
Security Information

EMPLOYMENT

This subject pertains to the employment of Non-Federal personnel only.

See PERSONNEL for matters pertaining to Federal employees.

EMPLOYMENT

- 1 Labor  
(Laws - Strikes)
- 2 Positions (Includes endorsement by Government Officials)
- 3 Unemployment
- 4 Wages, Wages Rates

## EQUIPMENT AND SUPPLIES

This subject pertains to procurement, utilization, management and disposition of equipment, supplies and materials, except:

See BUILDINGS AND GROUNDS for material pertaining to acquisition, management or disposition of buildings and grounds.

See VEHICLES for all matters pertaining to vehicles.

## EQUIPMENT AND SUPPLIES

- 1 Cataloging  
(Classification - Identification)
- 2 Distribution  
(Allocation - Assignment - Rationing)
- 3 Installation, Maintenance and Preservation  
(Repair - Painting - Servicing)
- 4 Procurement  
(Authorization and justification - Bid and performance bonds - Catalogs, price lists and schedules - Discounts - Inspection and testing - Open market - Priorities and expediting - Purchase orders - Rental of equipment - Requisitions - Specifications, bids and contracts - Tax exemptions - Requirements)
- 5 Property Accountability  
(Inventories - Loans and exchanges - Loss and theft - Property passes - Receiving Documents)
- 6 Storage and Stockpiling
- 7 Surplus, Salvage and Conservation  
(Acquisition - Boards of Survey - Declarations - Disposals - Excess Lists - Sales authorization - Transfer)
- 8 Utilization



## EXPLOITATION

This subject pertains to the methods and procedures for the evaluation and utilization of intelligence information collected by the Agency.

See COLLECTION for material pertaining to the collection of information.

See DISSEMINATION for material pertaining to the distribution of information.

## EXPLOITATION

- 1 Analyzing
- 2 Correlating and Evaluating
- 3 Describing
- 4 Editing
- 5 Estimating
- 6 Incorporating
- 7 Planning and Coordinating  
(Policies - Responsibilities - Participants)
- 8 Translating

FORMS

This subject pertains to forms design, standardization, revision, clearance, control, supply and issuance.

FORMS

1 Control or Management

(Design - Standardization - Revision - Clearance)

INVENTIONS

This subject pertains to discoveries and inventions; copyrights of articles or publications; applications for patents and trademarks for devices or materials developed by Agency employees and associates.

Also include agreements permitting use of patents.

Case files may be established, as required. Classify by name of senior author or other appropriate classification.

INVENTIONS

1 Patents, Copyrights and Trademarks

(Applications - Permission to use)

INVESTIGATIONS

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

See PERSONNEL 15 for personnel investigations.

INVESTIGATIONS

LEGAL

This subject pertains to legislative proposals, copies of bills and resolutions, committee reports, hearings, etc.

LEGAL

- 1 Claims and Litigations
- 2 Decisions, Opinions and Interpretations  
(Attorney General - Comptroller General - General Counsel)
- 3 Executive Orders
- 4 Laws and Regulations  
(Code of Federal Regulations - Federal Register - Foreign)
- 5 Legislation  
(Federal, file by House or Senate Bill or Resolution Number - State and Territorial)
- 6 Notaries

LIAISON

This subject pertains to policies, procedures and agreements concerning liaison with Individuals, States, Foreign Governments, Federal Agencies or Organizations. This subject is for general use only, do not use for material that can be classified under more specific subjects, such as:

See COLLECTION 9 for liaison regarding collection of intelligence information.

See EXPLOITATION for liaison regarding evaluation and utilization of intelligence information.

See DISSEMINATION for liaison regarding the dissemination of intelligence information.

LIAISON (Includes Agreements and Memoranda of Understanding)

- 1 IAC Agencies
- 2 International
- 3 Intra-Agency
- 4 Other Federal Agencies
- 5 State Agencies or Institutions

MEDICAL

This subject pertains to the development, preparation and execution of the Agency medical program and with providing medical service and support to Agency activities.

DO NOT use for any papers involving status or health record of an employee. Such papers should be included in the designation "Health Record Case Files".

MEDICAL

1 Dentistry

(Dental treatment - Dental equipment and supplies -  
Prosthetic dentistry)

2 General Medicine

(Diseases and injuries - Treatment - Rehabilitation)

3 Medical Equipment and Supplies

(Drugs - Hospital and medical laboratory equipment -  
Medicines - Surgical instruments - X-ray medical  
equipment and films)

4 Medical Specialties

(Dermatology - Gynecology - Neurology - Orthopedics -  
Ophthalmology - Psychiatry - Radiology - Urology)

5 Physical Examinations

(Autopsies - Cultures - Medical surveys - Physical  
standards and tests - Specimens - Temperature -  
X-ray examinations)

6 Preventative Medicine

7 Surgery

(Surgical operations - Prosthetic devices)

## MEETINGS

This subject pertains to meetings, conferences, congresses, conventions, etc. Do not use for material that can be filed under more specific subjects.

See COMMITTEES for material pertaining to committee meetings.

## MEETINGS

- 1 Engagements, Invitations
- 2 Inter-Agency
- 3 Intra-Agency (File by Area, Organizational Unit, etc., as required)
- 4 International
- 5 Reports and minutes of meetings



NATIONAL DEFENSE

This subject pertains to the Agency's activities and contributions to the National Defense Program, except intelligence operations.

NATIONAL DEFENSE

- 1 Civil
- 2 Conservation of Resources  
(Essential or Raw Materials)
- 3 Construction and Housing
- 4 Foreign Economic Cooperation
- 5 Industrial Mobilization
- 6 Manpower
- 7 Military
- 8 Price Control
- 9 Production
- 10 Wage Stabilization
- 11 Reports

## ORGANIZATION AND MANAGEMENT

This subject pertains to the executive or administrative structure of the Agency; distribution or delegation of duties and functions; establishment or discontinuance of offices or organizational units; emergency planning; management policies; procedures; and all administrative or authoritative issuances of the Agency, except processed copies of Agency manuals which should be maintained separately.

### ORGANIZATION AND MANAGEMENT

- 1 Administrative Issuances (Policy and Procedural Orders, Notices and Memoranda)
- 2 Improvement Program  
(Suggestions and Honor Awards - Survey and Studies)
- 3 Inspections (Field)
- 4 Emergency Planning  
(Decentralization and Dispersal)
- 5 Establishment, Reorganization and Liquidation  
(Internal, file by name of organizational unit, as required - Other Federal Agencies)
- 6 Programs and Plans (General Only. Do not use this subject for material that can be classified under more specific subjects.)
- 7 Procedures and Methods
- 8 Functions and Delegation  
(Assignment and transfer of functions - Delegations of authority)
- 9 Charts and Tables  
(Organization charts - Tables of organization)

PERSONNEL

This subject pertains to all phases of personnel administration, including policies, programs, procedures, regulations, etc.

PERSONNEL

- 1 Attendance and Absence  
(Leave - Vacations - Overtime)
- 2 Citizenship
- 3 Classification, Duties and Salaries  
(Job Description - Standards - Wage Rates - Salaries)
- 4 Conduct  
(Commendations - Complaints, Charge, Debts - Disciplinary Actions - Awards and citations, other than those based on work improvement projects)
- 5 Contribution - Solicitation of Funds (File by title of campaign or organization, as required)
- 6 Court Attendance - Jury Duty
- 7 Assignment  
(Detail - Reassignment - Transfer)
- 8 Evaluation (Performance Ratings)  
(Appeals - Instructions - Reports)
- 9 Employee Relations and Activities  
(Blood donors - Clubs and societies - Counseling - Credit Union - Grievances - Health - Hospitalization - Political activities - Recreation and welfare - Unions)
- 10 Military  
(Assignment to CIA - Selective Service and Training)

PERSONNEL (CONTINUED)

11 Policies and Procedures

(Agency - Dismissal on account of heat, etc. -  
Fair Employment Practices - Hours of duty- Leave  
Holidays - Outside work - Overtime, to include  
authority to approve - Personnel ceilings)

12 Promotions and Demotions

13 Records and Reports

14 Recruitment

(Applications and endorsements - Certification -  
Examinations and tests - Investigations, non-Security -  
Qualifications - Reemployment - Reinstatement -  
Schools and colleges)

15 Safety

(Accidents - First aid - Inspections and instructions)

16 Separations

(Exit interviews - Reduction-in-force - Removal for  
cause - Resignations - Retirements)

17 Consultants (File here all papers pertaining to the  
employment of consultants by the Agency)

PRINTING AND REPRODUCTION

This subject pertains to printing and reproduction services.

PRINTING AND REPRODUCTION

- 1 Policies and Procedures
- 2 Programs
- 3 Reports
- 4 Requests and Requisitions

PUBLIC RELATIONS

This subject pertains to general phases of public relations only.

See LIAISON for material involving relationships with organizations on a formal basis.

PUBLIC RELATIONS

- 1 Commendations, Congratulations and Greetings
- 2 Criticisms and Complaints (General only. Do not use for material that can be classified under more specific subjects.)
- 3 Petitions and Resolutions
- 4 Introductions
- 5 Representatives and Visitors

RECORDS

This subject pertains to policies, procedures and systems for handling, filing and disposing of records.

See SECURITY 2 for the security of records and communications.

RECORDS

1 Accessibility

(Request for access to records - clearances)

2 Disposition

(Disposal, by destruction, sale or transfer - Inventories - Reports - Transfer to Federal Records Center - Transfer to National Archives - Transfer between Federal Agencies - Inter-Agency loans, temporary transfer, etc.)

3 Filing Systems and Procedures

4 Management

(Surveys)

5 Microfilming

6 Vital Materials

(Inventories - Procedures and policies - Progress and status reports)

REFERENCE LIBRARY

This subject is to provide for the filing of non-Record, REFERENCE material when such material is maintained in filing equipment. Library and museum material made or acquired and preserved solely for reference or exhibition purposes; extra copies of reports and documents preserved solely for convenience of reference; and stocks of publications and of processed documents fall into this category.

REFERENCE LIBRARY



REPORTS

This subject is for use in filing recurring reports such as weekly and monthly activity or progress reports. Nonrecurring reports should be filed by subject matter.

Optional Arrangement: Case file as required.

REPORTS

CONFIDENTIAL

Security Information

SECURITY

This subject pertains to the safeguarding of information and material, which, in the best interests of National Defense and safety should not be disclosed to unauthorized persons.

SECURITY

- 1 Buildings and Equipment (Protection)
- 2 Communications and Records  
(Classification and reclassification - Cryptography -  
Disposal - Filing and storage - Transmission and  
receipt - Use and release of)
- 3 General Policy, Regulations and Procedure
- 4 Information and Publications  
(Censorship - Classification and reclassification -  
Use and release of)
- 5 Personnel  
(Identification badges - Investigation and clearance -  
Loyalty and review - Orientation)
- 6 Reports and Data
- 7 Violations

CONFIDENTIAL

SHIPMENT

This subject pertains to the shipment and routing of equipment, materials and supplies.

SHIPMENT

- 1 Air
- 2 Motor Carrier
- 3 Rail
- 4 Water
- 5 Loading, Marking, Packing
- 6 Routing and Shipping
- 7 Regulations
- 8 Bills of Lading and Freight Bills
- 9 Demurrage
- 10 Express
- 11 Drayage
- 12 Storage in Transit
- 13 Loss or Damage
- 14 Quotation and Rates
- 15 Personal Effects

CONFIDENTIAL  
Security Information

TRAINING

This subject pertains to the development and direction of all Agency training programs.

TRAINING

- 1 Policies and Procedures
- 2 Facilities
- 3 Programs  
(In service - Orientation - Career Service)
- 4 Reports
- 5 Outside Training (Colleges, Schools)

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TRAVEL

This subject pertains to the travel of employees or others on official business, including policies, procedures and regulations. Case files by name of traveler may be established as required and may be accomplished by writing the name of the traveler as part of the file designation, thus: TRAVEL (Brown, Harry)

TRAVEL

- 1 Advance of Funds
- 2 Authorizations
- 3 Entry (Custom courtesies, etc.)
- 4 Foreign (Includes passports, visas, etc.)
- 5 Itineraries and Reservations
- 6 Policies and Regulations
- 7 Privately Owned Vehicles
- 8 Transportation Requests

VEHICLES

This subject pertains to acquisition, utilization and disposition of automobiles, trucks and other vehicles, including policies, procedures and authorities for their use. Include also material regarding the procurement, accountability, use and disposal of tires and tubes.

VEHICLES

- 1 Accidents (Except claims of injured employees - See PERSONNEL 14)
- 2 Assignment and Use  
(Policies and regulations - Authority to use)
- 3 Credit Cards
- 4 Inspection
- 5 License Plates (Auto tags)
- 6 Loss, Damage and Theft (Except accident)
- 7 Maintenance and Repair
- 8 Marking and Identification
- 9 Permits to Operate
- 10 Procurement
- 11 Reports
- 12 Storage (Authority to store at private residence)
- 13 Surplus or unserviceable  
(Disposal by sale, transfer or loan)
- 14 Tires and Tubes
- 15 Titles

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SUBJECT INDEX

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SUBJECT INDEX

The word "See" indicates that the subject category is further subdivided or that there are special instructions pertaining to its use. In such cases the SUBJECT LIST should be consulted to obtain the appropriate file designation.

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Personnel (Recruitment).....	PERSONNEL 14
Outside Training.....	TRAINING 5
Security.....	See SECURITY
Selective Service.....	PERSONNEL 10
Separations.....	PERSONNEL 16
Sewerage.....	BUILDINGS & GROUNDS 10
Shipment.....	See SHIPMENT
Signs.....	BUILDINGS & GROUNDS 4
Solicitation of Funds.....	PERSONNEL 5
Space.....	BUILDINGS & GROUNDS 9
Special Delivery.....	COMMUNICATIONS 2
Specifications	
Buildings & Grounds.....	BUILDINGS & GROUNDS 3
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 4
Standardization, Form.....	FORMS 1
Standards, Job.....	PERSONNEL 3
Statements	
Accounting.....	ACCOUNTING 10
Appropriations.....	APPROPRIATIONS 4
Stock Catalogs.....	EQUIPMENT & SUPPLIES 1
Stockpiling.....	EQUIPMENT & SUPPLIES 6
Storage	
Communications & Records.....	SECURITY 2
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 6
In Transit.....	SHIPMENT 12
Vehicles.....	VEHICLES 12
Strikes, Non Federal Employees.....	EMPLOYMENT 1
Supplemental Appropriations.....	APPROPRIATIONS (BUDGET) 5
Surgery.....	MEDICAL 7
Surgical Instruments.....	MEDICAL 3
Surplus	
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 7
Vehicles.....	VEHICLES 13

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<u>Reference</u>	<u>File Designation</u>
Surveys	
Buildings & Grounds.....	BUILDINGS & GROUNDS 1
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 7
Improvement Program.....	ORGANIZATION & MANAGEMENT 2
Intelligence.....	DISSEMINATION 2
Medical.....	MEDICAL 5
Records.....	RECORDS 4
Systems of Accounting.....	ACCOUNTING 11



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<u>Reference</u>	<u>File Designation</u>
Tables of Organization.....	ORGANIZATION & MANAGEMENT 9
Telegrams.....	COMMUNICATIONS 5
Telephone.....	COMMUNICATIONS 6
Teletypes.....	COMMUNICATIONS 5
Testing	
Employees.....	PERSONNEL 14
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 4
Theft	
Property.....	EQUIPMENT & SUPPLIES 5
Vehicles.....	VEHICLES 6
Time & Attendance Reports.....	ACCOUNTING 9
Tires & Tubes.....	VEHICLES 14
Titles	
Building & Grounds.....	See BUILDINGS & GROUNDS 1
Vehicles.....	VEHICLES 15
Toll Calls.....	COMMUNICATIONS 6
Trademarks.....	INVENTIONS 1
Training.....	See TRAINING
Military.....	PERSONNEL 9
Outside.....	TRAINING 5
Personnel.....	TRAINING 3
Security.....	SECURITY 5
Transfer	
Appropriations.....	APPROPRIATION (BUDGET) 1
Buildings & Grounds.....	See BUILDINGS & GROUNDS
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 7
Personnel.....	PERSONNEL 7
Records.....	RECORDS 2
Translating.....	EXPLOITATION 8
Transportation Requests.....	TRAVEL 8
Trash, Collection & Disposal.....	BUILDINGS & GROUNDS 10
Travel.....	See TRAVEL
Typewriters (Repair).....	EQUIPMENT & SUPPLIES 3

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<u>Reference</u>	<u>File Designation</u>
Unemployment.....	EMPLOYMENT 3
Unions, Employee.....	PERSONNEL 9
Urology.....	MEDICAL 4
Utilities & Services.....	BUILDINGS & GROUNDS 10

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<u>Reference</u>	<u>File Designation</u>
Vacations.....	PERSONNEL 1
Vehicles.....	See VEHICLES
Travel.....	TRAVEL 7
Violations.....	SECURITY 7
Visas.....	TRAVEL 4
Vital Materials.....	RECORDS 6
Vouchers & Invoices.....	ACCOUNTING 12
Except Payroll Vouchers.....	ACCOUNTING 9

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<u>Reference</u>	<u>File Designation</u>
Wage Rates.....	PERSONNEL 3
Wage Stabilization.....	NATIONAL DEFENSE 10
Wages.....	EMPLOYMENT 4
Water.....	BUILDINGS & GROUNDS 10
Welfare.....	PERSONNEL 9
Withholding Tax.....	ACCOUNTING 9
Work Orders.....	BUILDINGS & GROUNDS 3

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Equipment.....	MEDICAL 3
Examinations.....	MEDICAL 5